

LANCASTER COUNTY  
NURSING INSERVICE EDUCATION COORDINATOR

#### NATURE OF WORK

This is professional nursing work determining the educational needs of the nursing staff, developing and coordinating inservice education programs, and providing a comprehensive orientation for all new nursing employees within a county operated skilled and intermediate care facility.

Work involves participation in identifying specific training needs of the nursing staff, and providing ongoing training programs to satisfy those needs; following up to insure training needs are being met; conducting general nursing orientation sessions; instructing nursing assistants in geriatric nursing principles; presenting safety orientations; and participating in the development of treatment procedures in accordance with nursing practices and applicable local, state, and federal rules and regulations. Work also includes monitoring resident care techniques with the nursing staff to determine adequacy of training programs and revising training programs as appropriate. An employee in this class will be expected to exercise independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from the Nursing Director with work being reviewed in the form of reports, conferences, and the effectiveness of the training provided.

#### EXAMPLES OF WORK PERFORMED

Participate in identifying the specific training needs of nursing staff and provide ongoing training programs to satisfy those needs per current state and federal regulations; develop and revise nursing training procedures/policies to insure compliance with state and federal regulations.

Provide training regarding new medical procedures, equipment, and treatments; follow up to insure training needs are met.

Coordinate the instruction of Nursing Assistant I's in the Basic 75 Hour Geriatric Aide Course; maintain program for testing of Nursing Assistant I's by Nebraska State Department of Health; provide a minimum of 12 hours continuing education for Nursing Assistant I's to insure continuing competence in accordance with state and federal regulations.

Instruct Nursing Assistant II applicants in the Advanced 70 Hour Class and monitor the state test for certification as Nursing Assistant II's; coordinate/provide mandatory pharmacy inservices for Nursing Assistant II's to maintain certification; maintain records for continued update of certification, i.e., medication assessments, 3 year testing, etc.

Coordinate/provide general orientation for all nursing staff including orientation to the physical plant and departmental policies and procedures.

Coordinate/provide annual inservices for all staff concerning fire and safety, disaster procedures, infection control, and residents' rights.

Maintain reference library for nursing staff.

Serve on various departmental committees as required.

#### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of professional nursing principles, practices, and treatment methodologies.

Considerable knowledge of the aging process and the delivery of nursing services in a skilled and intermediate care facility.

Considerable knowledge of the principles of disease prevention and control as such applies to the operation of a skilled and intermediate care facility.

Considerable knowledge of instructional materials and the educational process.

Considerable knowledge of the various types of equipment utilized in the delivery of geriatric nursing services.

Considerable knowledge of current literature and research developments in the nursing and medical professions.

Ability to communicate effectively both orally and in writing.

Ability to identify specific training needs of the nursing staff.

Ability to establish and maintain effective work relationships with co-workers and the general public.

Skill in the operation of complex medical equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a Bachelor of Science Degree in Nursing plus thorough experience in developing, coordinating, and providing nursing inservice training programs within a skilled and intermediate care facility and completion of a "train-the-trainer" program approved by the State Department of Health.

#### MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing plus considerable experience in developing, coordinating and providing nursing inservice education programs or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

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Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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